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TO : Chief of Logistics

DATE: 10 December 1953

FROM : Acting Chief, Supply Division

SUBJECT: Weekly Activity Report

1. GENERAL:

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a. []: (continued item)

25X1A9A (1) Rough drafts of the revised T/O have been reviewed by
25X1A9A Messrs [] (Wage Classification) in
25X1A9A discussions at the Depot. Mr. [] is currently reviewing,
in detail, the drafts of job functional statements and organiza-
tion structure, as a preliminary step in submitting the T/O to
the DD/A for approval.

(2) Additional bins have been erected to house paints, varnishes,
duplicating fluids, etc., This work now completes the installation
of bins in the Depot based on the present stock range of binnable
material.

(3) Work is progressing satisfactorily to relocate and stock bin-
nable items in preparation of the annual physical inventory
scheduled to begin in early January 1954.

b. Supply Training: (continued item)

On-the-job training programs for security, safety, and warehouse
operations have been completed at the []. A genuine
interest and enthusiasm was expressed by employees participating in
the programs.

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2. PROJECTS AND STUDIES IN PROCESS:a. Cross Index Supplement to the Agency Catalog: (completed item)

This project is a joint effort of C&R Staff and the Supply Division
designed to include the technical service stock number for Agency material
in catalog listings. Inasmuch as the major portion of the work is being
done by the C&R Staff in their development of Master IBM Supply and
Requirements Decks, this division will discontinue regular reportings of
work progress for the project. An initial listing was prepared hurriedly

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for use by the Logistics team now operating in Europe. Current efforts are directed toward expansion of the index as well as for refinements in catalog information to be presented. The tentative target date for completion of the project is March 1954.

b. Flex-O-Print Catalog: (continued item)

Nothing new to report.

3. OTHER ITEMS OF INTEREST:

a. Supply Regulations: (continued item)

No change.

b. [redacted] (continued item)

No change.

c. Revision of Family Group 7 Catalog: (new and continued item)

(1) The present catalog for Family Group 7 materials (Quartermaster items) is published in three editions: One as a sterile catalog (excludes CIA forms titles); one for operational items; and one non-sterile less operational materials. The maintenance of three separate catalogs is not only proving to be extremely burdensome, but is also confusing to those using the catalogs. A solution to the problem appears to be in issuing a single sterile type catalog including both operational, general and administrative items with a two part alphabetical index of operational and non-operational type items. Those items such CIA printed forms, envelopes and labels will be published in simple form for headquarters usage only.

(2) Discussions on Catalog 7 change have been held with C&R Staff [redacted] and FE/[redacted] (Messrs. [redacted] who have readily concurred to the proposal. It is planned to continue meetings with other area divisions in obtaining additional reactions to the catalog change.

d. Storage of Commo Trailers: (new and completed item)

This division coordinated plans for the storage of three Communication [redacted] where electric current and storage space was available. These units will be completely sealed with the exception of an inspection door on the rear and a dehumidifier will be placed in each unit. Periodic inspection will be maintained by a member of the Communications Division.

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e. Disposal of Unserviceable Property: (new and completed item)

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25X1A11B Arrangements have been made to dispose of unserviceable property through [redacted] However, no ammunition can be disposed of through that activity, and an investigation is being made of the feasibility of utilizing [redacted] Arsenal for this material.

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f. Personnel Visitations to [redacted] (new and completed item)

On 3 December, the depot was visited by Mr. [redacted] of Transportation Division, [redacted]

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[redacted] The purpose of this visit was to acquaint Col. Johnson of Army G-4 with our operation. A tour was made of the complete installation, including outside area and loading docks.

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4. MAJOR PROBLEMS:

None

5. MAJOR OBJECTIVES:

See attached statement for current status and supporting comments to the objectives of this division.



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LO/SD:DWW:mt (10 Dec. 1953)

Attachment:

Distribution:

1 Supply

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